

**F**EDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)  
**S**UB-AWARD **R**eporting **S**ystem  
(FSRS)

**QUICK REFERENCE GUIDE:**

**HOW TO CREATE AND SUBMIT A CONTRACT FFATA SUB-AWARD  
REPORT**

## Revision Sheet

Release No.	Date	Revision Description
1.0	10/29/2010	Initial version



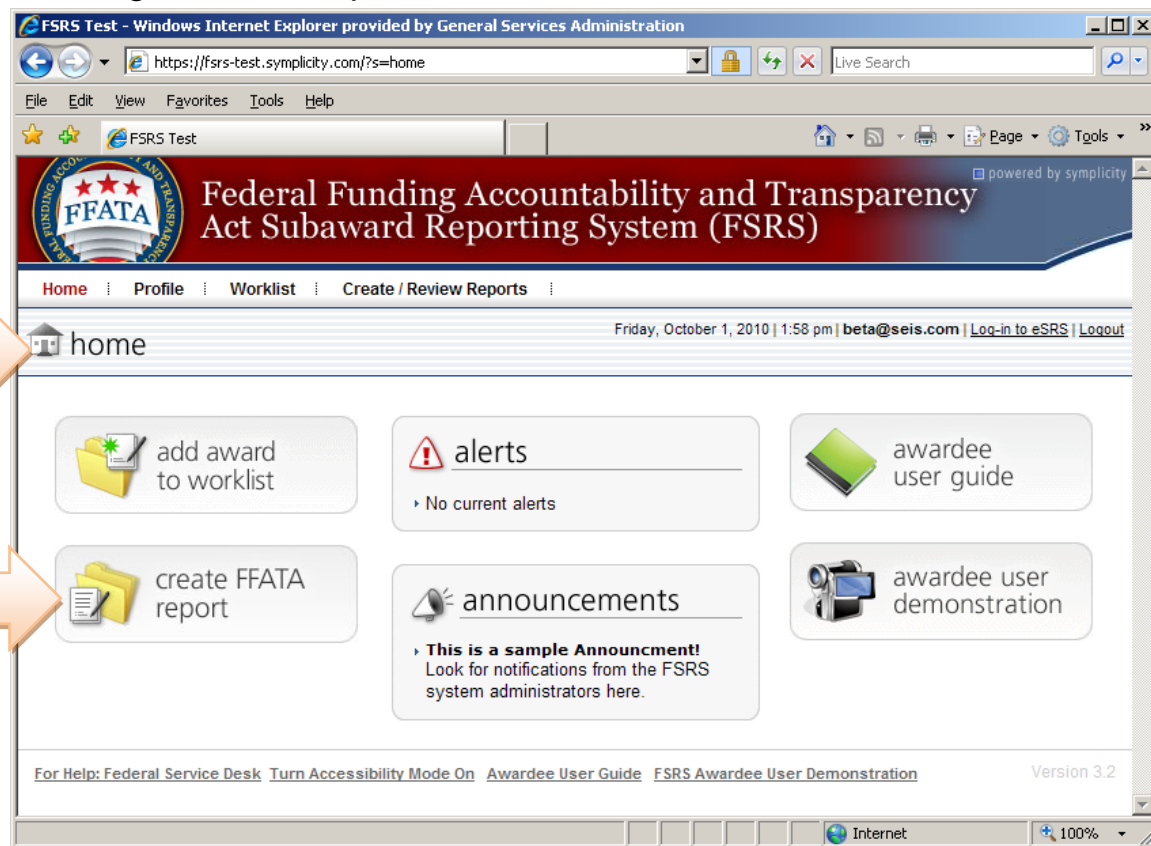
## Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)



### Create/Review Reports

- **This module pertains to:**  
User being able to create, submit and review the status of their reports in the FFATA Reports section. This module will also walk the user through each step of how to successfully process a report to be submitted in the system.
- **Who should be using this tutorial?**  
Awardees who are responsible for submitting FFATA Subaward reports in FSRS.
- **Why is this tutorial important?**  
The FFATA Subaward Reporting System (FSRS) is the only mechanism available to report subaward and executive compensation data required by the transparency act for both Federal contracts and grants to USAspending. This tutorial is designed to navigate the user seamlessly through the postaward process for creating, submitting and reopening reports in this section.
- **How long will this tutorial take me?**  
This tutorial will only take approximately twenty (20) minutes to complete.
- **What is the expected outcome of this process?**  
Upon completing this process, the user will become knowledgeable about processing FFATA FSRS reports.
- **How does this module fit into the overall FFATA Subaward reporting process in FSRS?**  
The user will understand the intricate details and functionality of how to create, edit, submit and reopen FSRS reports in this section.

## Creating a FFATA report



To create a Contract FFATA report:

- a) Go to FFATA home page;
- b) Select the [create FFATA report] icon
- c) Screen will advance to the next step of the process

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symlicity.com/index?s=ffata\_reports&\_mode=\_form&\_tab=cor

File Edit View Favorites Tools Help

FSRS Test

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

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Home Profile Worklist Create / Review Reports


FFATA reports Thursday, October 7, 2010 | 9:06 am | memi@spares.com | Log-in to eSRS | Logout

### New Report

[BACK TO REPORT LIST](#)

- 1 **Instructions**
- 2 Enter Contract / Award #
- 3 Contract / Award Details
- 4 Prime Award Details
- 5 Subawardee Data
- 6 Review
- 7 Submit Report

#### Instructions


**Instructions for FFATA Subaward Reporting**

**PRIME CONTRACTORS** awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

- Phase 1: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- Phase 2: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.
- Phase 3: Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

**PRIME GRANT RECIPIENTS** awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. The prime awardee is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than \$25,000. The grants subaward reporting functionality will be available via [www.fsrs.gov](http://www.fsrs.gov) on October 29, 2010.

**Note**

Please be aware that all information collected on the FSRS website ([www.fsrs.gov](http://www.fsrs.gov)), including registration information and report data, will be visible to the public on a public website ([www.usaspending.gov](http://www.usaspending.gov)).

#### Copy Existing Report

Note: You may copy data from an existing report by clicking the drop-down below and selecting a report.

select existing report

Cancel Continue

For Help: [Federal Service Desk](#) [Turn Accessibility Mode On](#) [Awardee User Guide](#) [FSRS Awardee User Demonstration](#) Version 3.2

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To begin the report process the user must be on the *New Report* screen in the FFATA reports module:

Step 1 - The *Instructions* provides guidance for when subawarding reports are required for both contracts and grants;

- a) An existing report can to be copied by going to the bottom of the screen under [Copy Existing Report] and selecting the appropriate award number using the drop down menu.
- b) Note: only the prime awardee information can be copied, subawardee information must entered manually.

Award Number:

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https://fsrs-test.symlicity.com/?report\_step=2

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### New Report

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- 1 Instructions
- 2 **Enter Contract / Award #**
- 3 Contract / Award Details
- 4 Prime Award Details
- 5 Subawardee Data
- 6 Review
- 7 Submit Report

#### Enter Contract / Award #

**Note:**

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System - Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>.
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

[Back](#) [Cancel](#) [Continue](#)

**Type of Award\*:** \* indicates a required field

☒ Contract/Order ☐ Grant Award

**Is this a Task Order\*:**

Indicate if you are submitting this report for a Task Order. After making your selection, additional information will be required.

"Select "YES" if you are reporting subawards for a specific task, delivery, or call order for supplies and/or services placed against an established federal contract or agreement. These include: indefinite delivery contracts (also known as task or delivery order contracts), multiple award schedules (MAS) (also known as federal supply schedules), government wide acquisition contracts (GWAC), blanket purchase agreements (BPA), and basic ordering agreements (BOA). Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

Select "NO" if you are reporting subawards for a federally-awarded contract or agreement itself. These include: definitized or letter contracts, purchase orders, and indefinite delivery contracts or agreements if the requirement was placed on the contract or agreement itself and not on a subsequent order. Please see the Federal Acquisition Regulation (FAR) for the regulatory definition of each. These terms do not encompass federally-awarded grants, cooperative agreements, or other assistance actions.

☐ yes ☐ no

Step 2 - Enter Award Number:

a) Select the radio button for Type of Award being processed (contract vs. grant).

b) Is this a Task Order?

*If YES, select the “yes” radio button and the screen will automatically advance to the next page to:*



FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symlicity.com/?report\_step=2

File Edit View Favorites Tools Help

FSRS Test

Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

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Back Cancel Continue

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☒ yes ☐ no

Select Existing Contract\*:  
Choose the prime contract from your worklist that you would like to report on.  
If the contract is not found, use the text field below to manually enter in the number

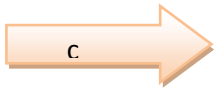
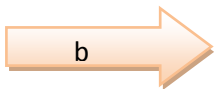
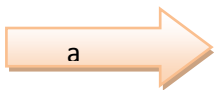
If not found above, enter Prime Contract # (as it appears in FPDS-NG):

Referenced Indefinite Delivery Vehicle (IDV) #:

Back Cancel Continue

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*User must:*

- a) Select Existing Contract if available in dropdown menu;*
- b) Type Prime Contract Number in the blank box if award number isn't available;*
- c) Type Referenced Indefinite Delivery Vehicle (IDV) # in the blank box;*
- d) Select continue*

FSRS Test - Windows Internet Explorer provided by General Services Administration

https://fsrs-test.symlicity.com/?report\_step=2

File Edit View Favorites Tools Help

FSRS Test

2 Enter Contract / Award #

3 Contract / Award Details

4 Prime Award Details

5 Subawardee Data

6 Review

7 Submit Report

**Note:**

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Back Cancel Continue

**Type of Award\*:** \* indicates a required field

☒ Contract/Order ☐ Grant Award

**Is this a Task Order\*:**

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☐ yes ☒ no

**Select Existing Contract\*:**

Choose the prime contract from your worklist that you would like to report on.  
If the contract is not found, use the text field below to manually enter in the number

If not found above, enter Prime Contract # (as it appears in FPDS-NG):

Back Cancel Continue

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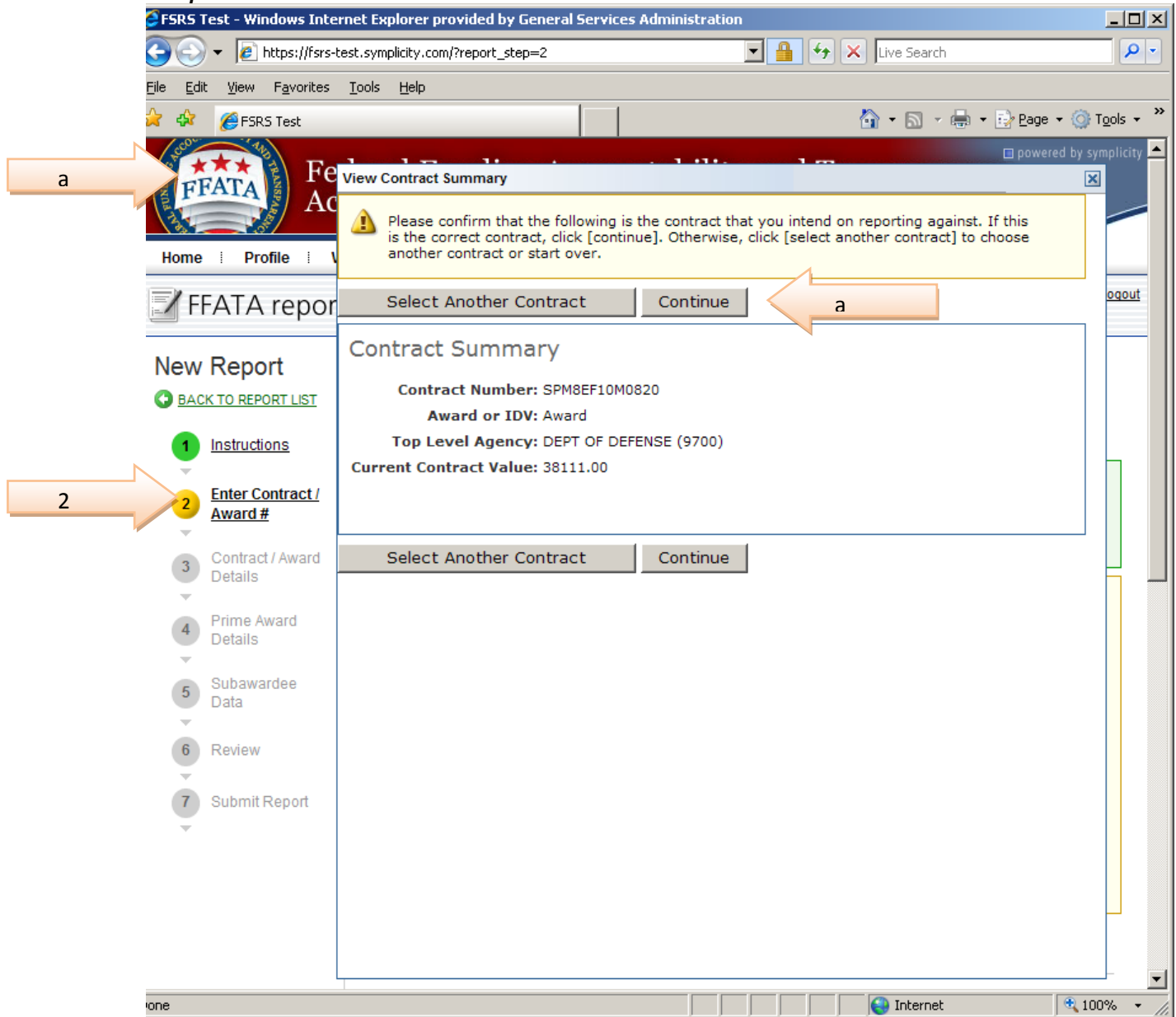
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*Step 2, continued:*

Is this a Task Order? If 'no'...

- a) select the “no” radio button and the system will automatically advance to the next page to the screen.*

## Step 2 Continued:



### Step 2, Continued;

- The View Contract Summary screen pops up and requires the user to review and confirm that the contract information being reported is correct.
- If information is correct, select the [continue] radio button to advance to the next stage of the process;

- c) If the contract information is incorrect, the user should [Select Another Contract] radio button and it will take you back to step one of the process;
- d) Any time a user is unable to continue with this process simply select the [Save] radio button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.

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https://fsrs-test.symlicity.com/index?s=ffata\_reports&\_mode=\_form&report\_st

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New Report

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3 Contract Details

4 a

5 Subawardee Data

6 Review

7 Submit Report

Contract Details

Back Cancel Save Save & Continue

Type of Award: Contract \* indicates a required field

Certification\*: The FFATA Report can only be submitted by prime contractors. Only continue with this submission if you are the prime contractor for this contract

☒ I verify that I am the Prime Contractor for this contract

Back Cancel Save Save & Continue

Prime Contract Info

Number:	SPM8EF10M0820
Agency:	DEPT OF DEFENSE
Current Contract Value:	\$ 38111.00

For Help: Federal Service Desk Turn Accessibility Mode On Awardee User Guide FSRs Awardee User Demonstration Version 3.2

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### Step 3 – Contract Award Details:

- User certifies that he/she is the prime awardee for the contract being submitted; if yes...
- Select [Save & Continue] radio button to advance to the next step in the process;
- Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.

## Prime Award Details

**New Report**

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- 1 [Instructions](#)
- 2 [Enter Contract #](#)
- 3 [Contract Details](#)
- 4 [Prime Award Details](#)
- 5 [Subawardee Data](#)
- 6 [Review](#)
- 7 [Submit Report](#)

**Prime Award Details**

**Note:** Some fields have been pre-populated from data in FPDS-NG and CCR; please review the report to identify and complete required fields that have not been pre-populated. For specific data sources by data element, consult the data dictionary found in the Tips section.

[Save & Go Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

**FFATA Report For Contracts** \* indicates a required field

1. Prime Contract Number\*: SPM8EF10M0820
2. Contracting Office Agency ID\*: 97AS
3. Contracting Office Agency Name\*: DEFENSE LOGISTICS AGENCY
4. Contracting Office ID\*: SPM8EF
5. Contracting Office Name\*: DEFENSE SUPPLY CENTER PHILADELPHIA

**Progress**

- FFATA Details
  - ✓ Prime Contract Number
  - ✓ Contracting Office Agency ID
  - ✓ Contracting Office Agency Name
  - ✓ Contracting Office ID
  - ✓ Contracting Office Name
  - ✓ Funding Agency ID
  - ✓ Funding Agency Name
  - ✓ Funding Office ID
  - ✓ Funding Office Name
  - ✓ DUNS #
  - ✓ Vendor Name
  - ✓ Doing Business As Name
  - ✓ Organization/Business Type(s)
  - ✓ Vendor Physical Address
  - ✗ Parent DUNS of Vendor
  - ✗ Parent Vendor Name
  - ✓ Principal Place Of Performance (POP)
  - ✓ NAICS Code
  - ✓ Description of Requirement
  - ✓ Award Amount
  - ✓ Date Signed (Base Award)
  - ✗ Report Month
  - ✓ Program or Project Title
  - ✗ In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, belongs) receive (1) 80 percent or more of your annual gross revenues

### Step 4 – Prime Award Details:

- a) User must review the fifteen elements in this section to either ensure the pre-populated data is correct and or fill in the blank fields that require data.

The information in this section is self explanatory and is specific to the prime awardees organization.

- b) If a data element is determined incorrect, mark [no] and provide an explanation. This will flag the element that is deemed incorrect and the Contracting Officer will review and take the necessary corrective action.



- c) Select [save and continue] to advance to the next stage of the process.
- d) If errors are detected in this section an error message will be displayed
- e) Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab.

## Step 4 – Prime Award Details

The screenshot shows a web browser window titled "FSRS Test - Errors Have Occured - Windows Internet Explorer provided by General Services Administration". The address bar shows the URL "https://fsrs-test.symplicity.com/index?s=ffata\_reports&\_mode=\_form&\_tab=cor". The browser window displays a form for "Grant Award Details" with a sidebar on the left containing steps 3 through 7. Step 4, "Prime Award Details", is highlighted with a large orange arrow. The main content area shows a red box titled "Errors Detected:" with a list of errors:

- Zip+4 is required
- Congressional District is required
- In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? is required
- A FFATA report for this grant and reporting month: Oct-2010 already exists in the system. Please choose another reporting month or click [cancel] and return to the list to find the report for the selected reporting month.

Below the error list is a button labeled "Ignore Errors, Save & Continue". At the bottom of the form are buttons for "Save & Go Back", "Cancel", "Save", and "Save & Continue". On the right side of the form, there is a list of fields with checkmarks indicating they are filled out correctly, except for "Subawardee Data" which has a red X:

- ✓ Awardee DUNS #
- ✓ DUNS Number +4
- ✓ Awardee Name
- ✓ Awardee Doing Business As Name
- ✓ Awardee Address
- ✓ Awardee Parent DUNS #
- ✓ Principal Place Of Performance (POP)
- ✓ CFDA Program Number(s)
- ✓ Project Description
- ✓ Total Federal Funding Amount
- ✓ Obligation/Action Date
- ✓ Report Month
- ✗ In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
- ✗ Subawardee Data

Step 4, continued:

If Errors are detected the system will flag the areas that require correcting. If for some reason the errors cannot be addressed immediately, select the [Ignore Errors. Save a Continue] radio button. This will allow the awardee to continue filling out the other steps to this process. However, in order to complete the report, all errors must be corrected prior to submission. Once errors have been corrected the submission process may continue.

## Subawardee

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FFATA reports

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# SPM8EF10M0820

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1 [Instructions](#)

2 [Enter Contract #](#)

3 [Contract Details](#)

4 [Details](#)

5 [Subawardee Data](#)

6 [Review](#)

7 [Submit Report](#)

Subawardee Data

Save & Go Back Cancel Save

Save & Continue

1. Subcontractor Information: \* indicates a required field

Add Subcontractor

Save & Go Back Cancel Save

Save & Continue

Progress

- ✓ FFATA Details
- ✗ Subawardee Data
  - Subcontractor Information
    - ✗ Subcontractor DUNS
    - ✗ Subcontractor Name
    - ✓ Doing Business As Name
    - ✓ Organization/Business Type(s)
    - ✗ Subcontractor Physical
  - Address
    - ✗ Subcontractor Parent DUNS
    - ✗ Parent Vendor Name
    - ✗ Amount of the Subcontract
    - ✗ Date of the Subcontract
    - ✗ NAICS from Prime Contract
    - ✗ Funding Agency ID
    - ✗ Funding Agency Name
    - ✓ Funding Office ID
    - ✓ Funding Office Name
    - ✗ Subcontractor Place of
  - Performance (POP)
    - ✗ Subcontract Number
    - ✗ As provided to you by your subcontractor, in your

### Step 5 - Subawardee Data:

- Select [Add Subawardee] button
- Screen will automatically open for user to provide subawardee data;

Step 5, Continued:

- a) Type subawardee DUNS;
- b) Select the [Fetch info for DUNS] radio button to obtain subawardee data

## Subawardee Data

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FSRS Test

1. Subcontractor Information: \* indicates a required field

Subcontractor DUNS\*: 868664426 [Change DUNS](#)

Subcontractor Name\*: GSE SPARES, INC.

Doing Business As Name:

Organization/Business Type(s): Contracts, Minority-Owned business, Self-Certified Small Disadvantaged Business, For-Profit Organization, Manufacturer of Goods, Hispanic American Owned

Subcontractor Physical Address\*:  
Street Address\*: 3515A FORNEY AVENUE  
City\*: MESQUITE

Subcontractor Information

- Subcontractor DUNS
- Subcontractor Name
- Doing Business As
- Name
- Organization/Business
- Type(s)
- Subcontractor Physical Address
- Subcontractor Parent DUNS
- Parent Vendor Name
- Amount of the Subcontract
- Date of the Subcontract
- NAICS from Prime Contract
- Funding Agency ID
- Funding Agency Name
- Funding Office ID
- Funding Office Name
- Subcontractor Place of Performance (POP)
- Subcontract Number
- As provided to you by your subcontractor, in your subcontractor's business or organization's preceding

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https://fsrs-test.symlicity.com/index?

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FSRS Test

In order to determine whether you are required to report executive compensation data, answer the following question(s):

As provided to you by your subcontractor, in your subcontractor's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?\*

☐ Yes ☐ No

[Delete This Subcontractor](#)

[Add Another Subcontractor](#)

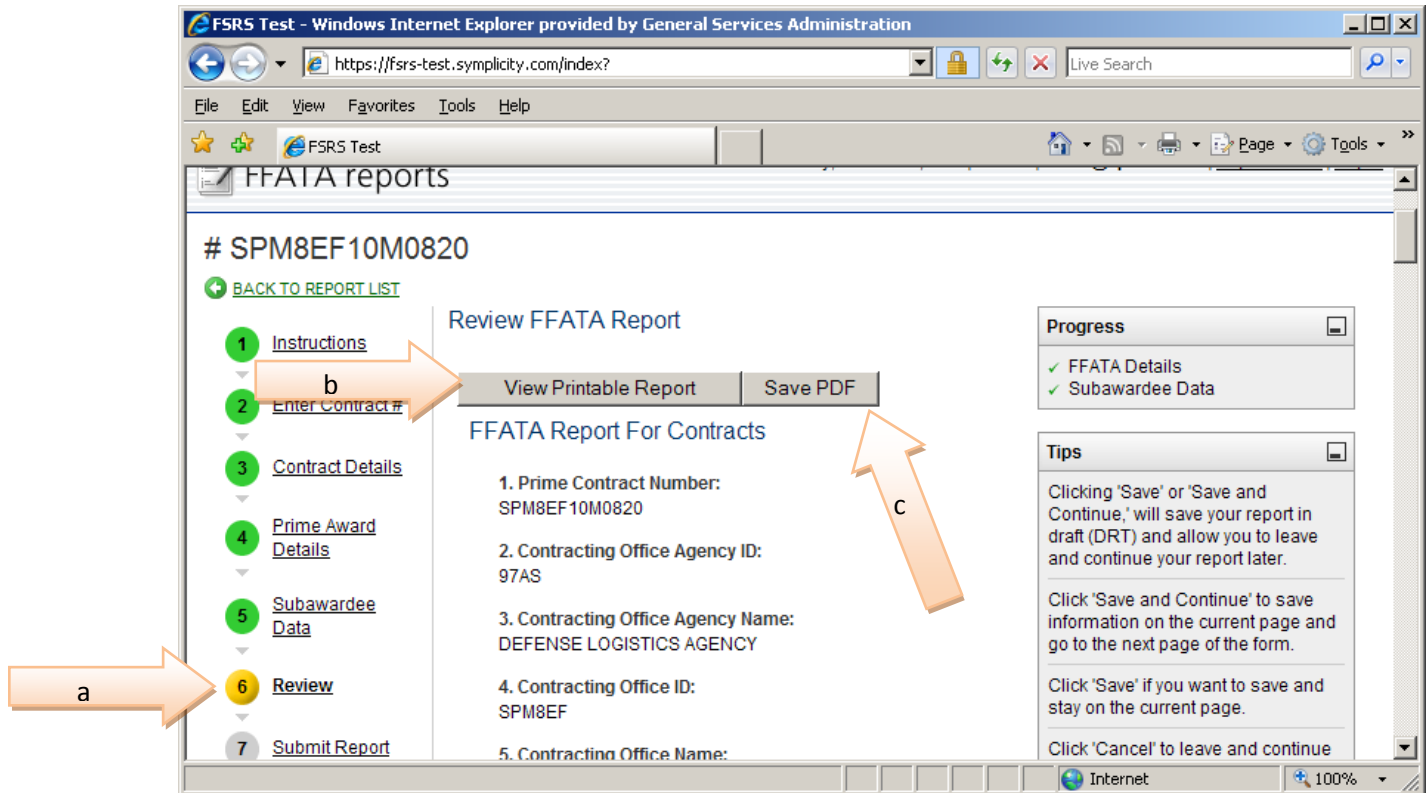
C

b

Step 5, continued:

- a) User must provide subawardee data in the blank fields of this section. The fields are self explanatory.
- b) If additional subawardee's were awarded against the same PIID select the [Add Another Subawardee] at the bottom screen and proceed to fill in the fields accordingly.
- c) If the wrong subawardee data was inadvertently entered select the [Delete This Subawardee] button to remove the data.
- d) After subawardee information has been completed select the [Save and Continue] radio button to advance to the next stage.
- e) Any time a user is unable to continue with this process simply select the save button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab

## Review FFATA Report



### Step 6 - Review FFATA Report Screen

- a) Review to verify that the Prime Awardee and Subawardee data is correct;
- b) If yes, print and file a copy of the report;
- c) The report can also be saved as a PDF by selecting the [PDF] radio button;
- d) If the information is correct go to the bottom of the screen and select the [Continue] radio button to advance to the next stage;
- e) Any time a user is unable to continue with this process simply select the [save] radio button and the action will be saved as a draft report. Draft reports can be retrieved from the FFATA Review Reports list under the Drafts tab

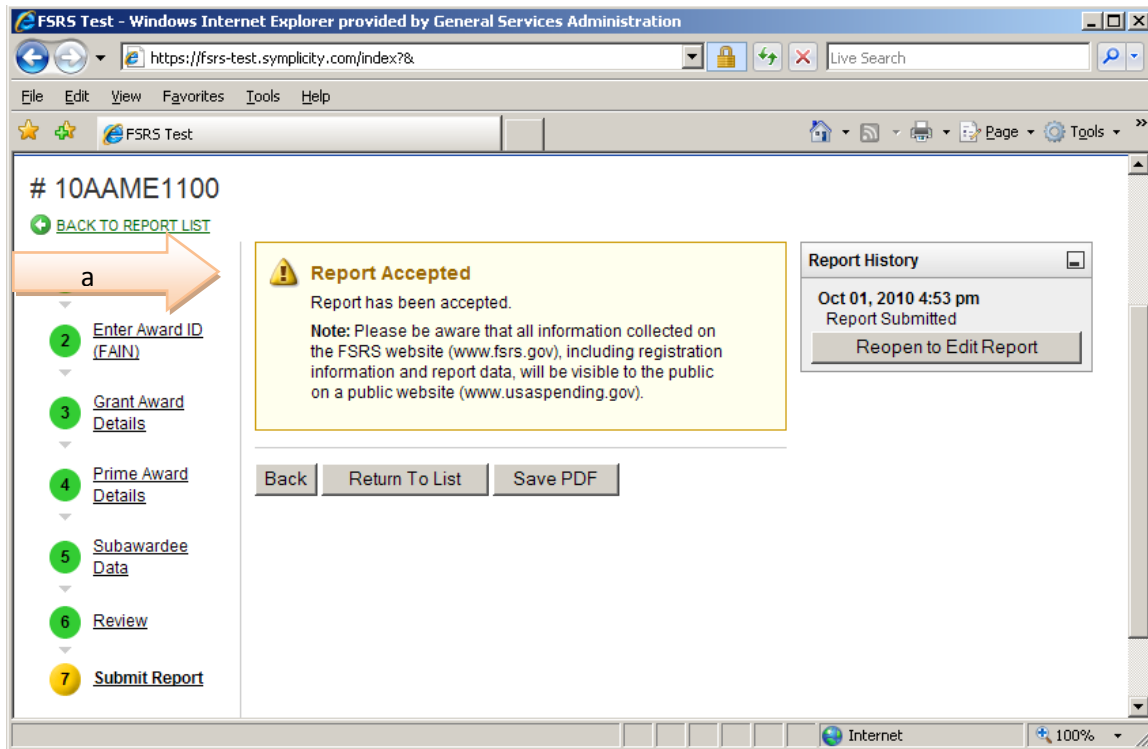
## Submit Report

The screenshot shows a web browser window titled "FSRS Test - Windows Internet Explorer provided by General Services Administration". The address bar shows "https://fsrs-test.symplicity.com/index?report\_step=7". The page is titled "FFATA reports" and displays a report for "# SPM8EF10M0820". On the left, a sidebar lists steps 1 through 7, with "Submit Report" (step 7) highlighted in yellow. An orange arrow labeled "S" points to this link. The main content area is titled "Submit Report" and contains a green box with "Submission Instructions" (Please click **submit** to submit your report.) and a yellow box with a "Note" (Please be aware that all information collected on the FSRs website (www.fsrs.gov), including registration information and report data, will be visible to the public on a public website (www.usaspending.gov)). At the bottom of the main content area are three buttons: "Cancel", "Back", and "Submit". An orange arrow labeled "b" points to the "Submit" button. The browser status bar at the bottom shows "Done" and "Internet".

### Step 7 – Submit Report:

- a) If all the Radio Buttons on the left hand side of your FFATA Report section are green you have successfully created a subaward report and it is ready to be submitted to FSRs!!!!
- b) Select the [Submit] radio button.





Step 7, continued:

- a) Once the document is submitted a pop-up message is received that the Report has been accepted;
- b) This action has been successfully completed.

This concludes the session on how to create and submit a contract report in FSRs.